

Advanced Acquisition Program (AAP) Frequently Asked Questions

1. Question: What is the Advanced Acquisition Program (AAP)?

Answer: The AAP has been in existence since 1991 and uses a pre-competed inventory of office and warehouse properties to meet the space requirements for various government agencies. It was created for the purpose of consolidating and streamlining the leasing process for a large volume of small leases, as well as for procuring space faster. It has evolved into a multiple award platform that handles space requirements ranging from 2,000 square feet up to the prospectus threshold (approximately 60,000 to 70,000 square feet). The AAP process treats real estate as a commodity by capturing supply in varying lease terms and locations in a standardized fashion.

2. Question: What is the Automated Advanced Acquisition Program (AAP)?

Answer: The Automated Advanced Acquisition Program has been developed to make it easier to interact with the government, save taxpayer dollars and streamline the leasing transaction process. The Automated AAP offers the general public and businesses the opportunity to electronically offer building space for lease to the Federal Government. Using the Automated AAP procurement approach, the offer submission process is completely web-enabled, allowing all registered participants to submit and update offers to lease space to the Federal Government every month, in response to a Solicitation for Offers (SFO).

3. Question: Am I still allowed to submit offers in paper format to the AAP?

Answer: No. To be considered, offerors must electronically develop and submit their offers using the Automated AAP application.

4. Question: Am I obligated to hold space offered to the Government off the market and, if so, for how long?

Answer: No. You may withdraw your offer at any time prior to lease award.

5. Question: Can I revise my original offer if I find some space will become available during the period of your solicitation?

Answer: Yes. You may revise an offer for space in a building you've already submitted at any time during the open period for submitting or revising offers. Typically, the open period is from the 1st through the 7th of each month.

6. Question: If I already have a lease with GSA, and my building is fully leased, do I still need to submit an offer?

Answer: Yes. In the event that your lease with GSA expires within the timeframe indicated in the advertisement, you will be notified that this is your competitive forum for any expiring lease.

7. What is the definition of ANSI/BOMA Office Area square feet?

Answer: For the purposes of this SFO, the Government recognizes the American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) international standard (Z65.1-1996) definition for Office Area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed." ANSI/BOMA Office Area square feet shall be computed by measuring the area enclosed by the finished surface of the room side of corridors (corridors in place as well as those required by local codes and ordinances to provide an acceptable level of safety and/or to provide access to essential building elements) and other permanent walls, the dominant portion (refer to Z65.1) of building exterior walls, and the center of tenant-separating partitions. Where alcoves, recessed entrances, or similar deviations from the corridor are present, ANSI/BOMA Office Area square feet shall be computed as if the deviation were not present. Floor common area, including rest rooms, janitors closets, telephone and electrical closets, mechanical rooms, elevator lobbies, and public or fire safety egress corridors are not included.

8. Question: Will the Government accept escalations on the Base Rent (as in the past)?

Answer: No. GSA no longer accepts escalations in Base Rent.

9. Question: In the past, the Government has had the right to negotiate a new Base Operating Rent as well as a new Tax Base prior to exercising a renewal option. Will this continue?

Answer: For the current AAP and future solicitations, the Government will allow the initial lease Base Operating cost and Base Tax to carry through for any renewal options. Offerors should consider this change in regard to preparing their offers for renewal term rates.

10. Question: How much activity do you expect to be generated under this solicitation?

Answer: Expansion demand is always speculative. However, this is the competitive forum for the majority of GSA leasing activity.

11. Question: Am I guaranteed a lease award if I submit?

Answer: No, you are not guaranteed a lease award just by submitting an offer. To be awarded a lease, your offer must be the lowest priced proposal that meets an agency's specific space requirements.

12. Question: If I have further questions or difficulties submitting my proposal, is there anyone available to answer my questions?

Answer: You may contact one of the following:

- Santoni Graham (202) 708-6855
- Jim Smale (202) 401-7073
- John Culbertson (202) 401-3830
- John D. Thomas (202) 205-4307

13. Question: Are GSA lease transactions that utilize GSA's standard lease documents (such as the SFO and the General Clauses (GSA Form 3517B)) capable of being financed?

Answer: Yes. There are a number of sources of capital that specialize in financing GSA lease transactions.

14. Question: Will the Government consider modifications to the SFO and/or general clauses/attachments?

Answer: No. The standardized Government lease is capable of being financed as it is currently structured.

15. Question: Does offering under the AAP program limit my ability to offer space under another GSA SFO?

Answer: No.